



CMA Content Entry - Intermediate

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This class will cover some of the newer & more advanced items available through the CMA. The basics of content entry are covered in the introductory class.

Getting Started

Enter the CMA

Prepare Training Web Site

- Click on **W3 PREVIEW**
- Change the **URL** to **/training**
- Click on the **About Us** button
- Click on the link for **Intermediate Content Entry**
- You will be given a **Group** assignment by the instructor. That will be the category you will be using during the class.

Complete Overview through the bottom of page 3

Overview

This section will provide an overview of creating Content, adding Assets and displaying Assets. It will provide an opportunity to review the very basics of content entry.

Create HTML content

- Select **CONTENT/ADD CONTENT** (from left navigation of CMA)
- Select **Category Group (Pre-Select)** of primary category:
TRAINING-ABOUT_US
- Select **Primary Category** - Make sure you select the whole category:
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP (1, 2, 3, 4, or 5)
- **Content Type = HTML**
- Enter **Content Title**: “Your Name HTML Content”
- Enter **Priority & Expiration Date** (Tomorrow’s date)
- Enter **Agency Contact & Phone** if desired
- Enter **Description (Short Text)** (Limit of 4000 characters)
- Enter **Body** - enter a simple one or two sentence paragraph
- Enter **Keywords**
- Click **ADD**

Add Asset

Assets are stored in the **Vignette CMA Training\Student Files** folder on the Desktop of the PCs. We will be using a **PDF** file for this exercise.

- Select **ASSETS/ADD ASSET**, from the left menu
- Select **Training** from the menu, if needed
- Click the **Browse** button and navigate to the **Student Files** folder. Select a **PDF file**.
- Select the **Asset Permission: TRAINING-ABOUT_US-ASSETS**
- Enter the **Asset Description**: Place your **name** and **date** in the **Asset Description**.
- Enter the **CMA keywords**, if desired. This is used to search for the asset within the CMA.
- Click **Add**
- Copy the **Asset ID** number into the notepad for later use

Associate Asset

Edit the **HTML Content** created earlier.

- Select **Content** and **List/Search Content**, from the left menu
- Enter Your Name (exactly as you entered it in the title field earlier) in the Text field
- Click **Search**
- Click **ID(edit)** next to the appropriate piece of content
- Scroll to the bottom of the screen until you find **Associated Assets**
- Enter the **Asset ID number** and click **Associate**

Link To Asset

- From the left menu, select **CONTENT/ADD CONTENT**
- Select **Category Group (Pre-Select)** of primary category:
TRAINING-ABOUT_US
- Select **Primary Category** - Make sure you select the whole category:
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP (1, 2, 3, 4, or 5)
- Select **Content Type: LINK**
- Enter the **Content Title**
 - This will not display
 - This is used when searching for a piece of content on the **List Content** screen
 - For the title enter **Your Name - Link Content**
- Leave **Priority**
- Leave the **Release Date** as today's date
- Enter **Expiration Date** (tomorrow)
- Enter **Description (Short Text)** (Limit of 4000 characters) (optional)
- Enter **Keywords**
- Select **Link Type = External**
- Enter **URL**
 - Since this is to be a link to an **Asset**, simply enter the **ID number** for the **Asset** (saved from above) and select the **Asset** radio button
- Enter **Link Text** (Click in field, the CMA will auto-copy the **Content Title** field to the **Link Text** field)
 - This is what is displayed for the text of the link on the page
 - Should **ALWAYS** be the same as the **Content Title**
- Click **ADD**
- Look at your content on the Training Site

Stop Here - Wait For The Rest Of The Class!

Shortcuts

Adding Asset to HTML Content

In the overview assignment, above, instead of following the directions as written and adding an **asset** using **Add Asset** in the left navigation in the CMA, then finding the **Content** using **List Content** and associating the asset to the content:

B. Add Asset

1. Assets are stored in the **Vignette CMA Training\Student Files** folder on the Desktop of the PCs. We will be using a PDF file for this exercise.
2. Click **Add Asset** from left navigation.
3. Select **Training** from the menu, if needed.
4. Click the **Browse** button and navigate to the **Student Files** folder. **Select a PDF file.**
5. Select the **Asset Permission: TRAINING-ABOUT_US-ASSETS**
6. Enter the **Asset Description**: Place your **name and date** in the **Asset Description**.
7. Enter the **CMA keywords**, if desired. This is used to search for the asset within the CMA.
8. Click **Add**.
9. Write down the **Asset ID** number for later use.

C. Associate Asset

1. Edit the **HTML Content** created earlier
 - a) Click **List Content**
 - b) Enter **Your Name** (exactly as you entered it in the title field earlier) in the **Text** field
 - c) Click **Search**
 - d) Click **(Edit)** next to the appropriate piece of content
2. Scroll to the bottom of the screen until you find **Associated Assets**
3. Enter the **Asset ID** number and click **Associate**

We can do all of that in one step after we have added the content using the **One Step Add and Auto-Associate Asset** feature.

- After adding the HTML piece of content, scroll to the bottom to view the **Associated Assets** area. Click **One Step Add and Auto-Associate Asset**.

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
Add an Associated Asset				
Enter Asset ID - Shortcut:		<input type="text"/>	<input type="button" value="Associate"/>	
OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset				

- Complete the steps necessary to add an asset

You will be left at the **Edit Content Item** screen.

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
451687	trainee_author - 3/25/14 - PDF file	/documents/training/Sample_2_451687_7.pdf	<input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont	Priority: 100 <input type="button" value="Update Association"/> <input type="button" value="Delete"/>

Add an Associated Asset
 Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

Creating Link Content to an Asset

In a similar fashion, we are able to use the **One Step Add and Auto-Associate Asset** feature to expedite creating link content to an asset.

- Add Link Content in the normal fashion, except don't add the URL
- Use **One Step Add and Auto-Associate Asset** to add asset to database
- Then get **Asset ID** number from the asset listing at bottom of **Edit Content** screen

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
451690	trainee_author - 3/25/14 - PDF file	/documents/training/Sample_2_451690_7.pdf	<input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont	Priority: 100 <input type="button" value="Update Association"/> <input type="button" value="Delete"/>

Add an Associated Asset
 Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) OR... [One Step Add and Auto-Associate Asset](#)

- Put the **Asset ID** in **Link URL** field, check **Asset** radio button

LINK FIELDS -	
Link Type:	<input type="radio"/> Internal <input checked="" type="radio"/> External (New Window)
Link (URL):	<input type="radio"/> Content <input checked="" type="radio"/> Asset <input type="button" value="?"/>
	<input type="text" value="451690"/>
Link Text:	<input type="text" value="Title of PDF File"/>

- Click **Update**

- Click **Delete Association** to delete the asset association

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
451690	trainee_author - 3/25/14 - PDF file	/documents/training/Sample_2_451690_7.pdf	<div><input type="radio"/> -Title</div> <div><input type="radio"/> -Component Only</div> <div><input type="radio"/> -Content Only</div> <div><input checked="" type="radio"/> -Both Comp/Cont</div>	<div>Priority: 100</div> <div>Update Association</div> <div>Delete</div>

Add an Associated Asset
Enter Asset ID - Shortcut:

OR... [Select from a List of Assets to Associate](#) **OR...** [One Step Add and Auto-Associate Asset](#)

Locate Content

Locating existing content is an important part of using the CMA. There will be many times that you have to edit existing content. Even if you can see it on the web, locating it in the CMA can sometimes be a challenge.

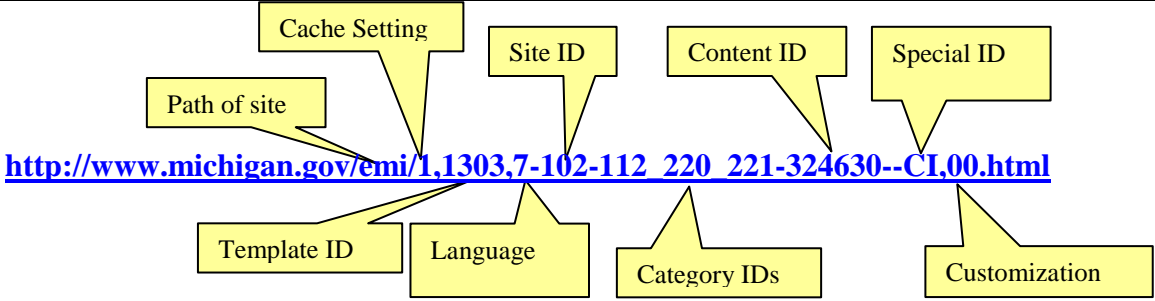
Search by ID

➤ Locate **Content ID** in URL

Since the portal dynamically generates content from a database using templates and components, the URLs it generates can be quite a challenge to decipher.

This is a link from a piece of content from the Family Services theme (http://www.michigan.gov/emi/1,1303,7-102-112_220_221-324630--CI,00.html). By looking at the URL it is difficult to determine where the page came from other than it was generated from the Michigan.gov web site. We need to break the URL into sections in order to understand it. See the table below.

Break Down of the Michigan.gov URL:

	
Path/directory: This is the path of the site.	emi/1,1303,7-102-112_220_221-324630--CI,00.html
Content ID: This is the ID of the piece of content that is being displayed within the body of the page. The Content ID can be used in the CMA to find a particular piece of content.	emi/1,1303,7-102-112_220_221-324630--CI,00.html

NOTE: There are always two dashes after the **Content ID** number. If there are three dashes after the last number, then it is **NOT** a **Content ID** number, but a **Category ID** number.

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu, then enter the **Content ID** number for one of the pieces of content you have entered

Search By...	ID:	<input type="text" value="324630"/>	<input type="button" value="Edit 324630"/>	<input type="button" value="Search"/>
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- Click **Edit**

OR

- Click **Search**

- Click on the **ID** link to view the **Edit Content** screen again

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324630	Locate Content Sample	How can I locate my content?	100	03/25/2014		Delete
Matching Rows 1-1 of 1 Beginning Prev Next End No More						

Search by text

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu
- Enter part of the title of the piece of content you wish to search for and click **Search**

Text:	<input type="text" value="sample"/>
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- If more than one item appears in the list, determine which is the one you need and click **ID(edit)**. (If you are unable to edit the content item, you do not have permissions to the content. This means that it is not your content, but someone else's with a similar title.)

Matching Rows 51-75 of 503			Beginning	Prev	Next	End				
ID (edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete				
67045	IM03-04 Attachment - Sample Identification	/documents/MDOT_IM03-04attach_63108_7.pdf	450	01/28/2003		{Delete}				
67406	Sample Content	Sample Content	100	05/07/2003		{Delete}				
67662	FOP Sample		100	05/09/2003		{Delete}				
68931	Sample Adjuster for the Insured Contract		100	05/29/2003		{Delete}				
70089	Sample Burn Plan	http://www.michigandnr.com/publications/pdfs/huntingwildlifehabitat/burn_plan_sample.pdf	950	06/13/2003		{Delete}				
71001	Sample Vertical License Image		30	06/27/2003		{Delete}				
71002	Sample Traditional License Image		40	06/27/2003		{Delete}				
73353	Sample Partnership Agreements	/documents/Written_Partnership_Agreement_71598_7.doc	100	08/12/2003		{Delete}				

Search by Author/Editor

- Enter all or part of a User ID in the **Created/Updated By** field

Search By...	ID:	<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Search"/>
	Text:	<input type="text"/>		
	Created/Updated By:	<input type="text" value="christensen"/>		
	Search Type:	<input type="text" value="NORMAL"/>		
	Expiration Date:	<input type="text" value="="/> <input type="text"/>		
	Release Date:	<input type="text" value="="/> <input type="text"/>		
	Sort By	<input type="text" value="Content ID"/>		
	Display Count	<input type="text" value="25"/>		

- Click **Search**

A list of all the content by that author will be listed.

Matching Rows 1-25 of 2099 <input type="button" value="Beginning"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="End"/>						
ID (edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
216	Food Recalls	http://www.michigan.gov/mdard/0,4610,7-125-1566_2404_2437---,00.html	100	06/02/2001		{Delete}
261	Public Sex Offender Register	http://www.mipsor.state.mi.us/	100	06/02/2001	06/02/2001	{Delete}
433	Gaming Control Board	http://www.michigan.gov/mgcb	100	06/16/2001	06/01/2004	{Delete}
470	Senate	http://senate.michigan.gov	100	06/02/2001		{Delete}
475	Library of Michigan	/hal/0,1607,7-160-17445_19270---,00.html	100	06/02/2001	06/01/2004	{Delete}
486	Library of Michigan	/hal/0,1607,7-160-17445_19270---,00.html	100	06/02/2001	06/01/2004	{Delete}
500	Famous Michiganians	/hal/0,1607,7-160-15481_20826_20836---,00.html	100	06/02/2001	06/01/2004	{Delete}
503	Stuff About Michigan-Kids Page	/hal/0,1607,7-160-15481_19268_20778---,00.html	100	06/02/2001	06/01/2004	{Delete}
515	Economic Data	/hal/0,1607,7-160-17451_28396_28416---,00.html	100	06/02/2001	06/01/2004	{Delete}
516	Population and Housing	/hal/0,1607,7-160-17451_28388---,00.html	100	06/02/2001	06/01/2004	{Delete}
705	Pupil Accounting Manual	/mde/0,1607,7-140-5235_6539-22360---,00.html	90	06/02/2001		{Delete}
706	Pupil Auditing Manual	/mde/0,1607,7-140-5235_6539-34231---,00.html	90	06/02/2001		{Delete}
1166	Commission for the Blind	/fia/0,1607,7-124-5460_7258---,00.html	90	06/02/2001		{Delete}

Search Type

- You can perform either a **Normal** search or search by **Category**. **Normal** is the default.
- Click the **Search Type** drop down box and select **Category**. It will take a few minutes for the screen to refresh and the display to change.

Search Type:	CATEGORY ▾
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- The display will now display a new drop down box

Search By...	ID:	<input type="text"/>	Edit	Search
	Text:	<input type="text"/>		
	Created/Updated By:	<input type="text"/>		
	Top Category:	<----- SELECT ONE -----> ▾		
	Search Type:	CATEGORY ▾		
	Expiration Date:	= ▾	<input type="text"/>	
	Release Date:	= ▾	<input type="text"/>	
	Sort By	Content ID ▾		
	Display Count	25 ▾		

- Select one of your categories from the **Top Category** drop down menu

Top Category:	TRAINING-ABOUT US-INTERMEDIATE CONTENT-GROUP1 ▾
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- Click **Search** and explore the results

Matching Rows 1-9 of 9 Beginning Prev Next End No More						
ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
455	Dealer Training	http://www.michigan.gov/sos/0,1607,7-127-1631_8849-29975--,00.html	40	06/02/2001		{Delete}
1357	Dinner Cruises/Dinner Trains	http://www.michigan.org/Things-to-Do/Dining/Dinner-Cruises-and-Trains/Default.aspx?m=7;2&city=	90	06/02/2001		{Delete}
4458	Who will be trained in Vignette? Will training be held locally?	Who will be trained in Vignette? Will training be held locally?	100	10/24/2001	05/21/2013	{Delete}
4486	Will training be provided?	Will training be provided?	100	10/24/2001	05/10/2012	{Delete}

Search by Expiration/Release Date

Searching by Expiration and/or Release date allows you to locate content that was either released or expired within a certain timeframe. You can specify a number of different operands, such as equal to (=) a certain date, Greater Than (>) a date, Less Than or Equal to (<=) a date, etc.

- Enter the desired information

Expiration Date:	=	
Release Date:	=	
Sort By	Expiration Date	
Display Count	25	

- Select the appropriate operand for the **Expiration** and/or **Release Date**

Expiration Date:	=
Release Date:	=
	>
	>=
	<
	<=

- Click **Search**

	Expiration Date:	=				
	Release Date:	>=	01/01/2005			
	Sort By	Expiration Date				
	Display Count	25				
Matching Rows 1-25 of 133190 Beginning Prev Next End						
ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
109371	Current Events		100	01/31/2005	01/01/2000	{Delete}
114860	Population estimates by age and sex	http://www.census.gov/popest/states/asrh/SC-est2004-02.html	100	04/06/2005	01/01/2001	{Delete}
116278	Observations on State Population Projections to 2030 Released by the U.S. Census Bureau: An Analysis by Kenneth Darga	/documents/hal_lm_census_Observations_on_the_BOC05_Projections_122888_7.pdf	100	04/22/2005	01/01/2001	{Delete}
116244	New State Population Projections to 2030 Released by the U.S. Census Bureau	http://www.census.gov/population/www/projections/projectionsagesex.html	100	04/22/2005	01/01/2001	{Delete}
194598	Green Lodging	/lara/0,4601,7-154-25676_25677_37026---,00.html	100	06/19/2008	01/01/2001	{Delete}
1398	Michigan Welcome Center Map	http://www.michigan.org/Welcome-Centers/Default.aspx	100	03/01/2010	06/11/2001	{Delete}

Sort by

- Click on the **Sort By** drop down box

Sort By	Content ID
Display Count	Content ID
Beginning	Release Date
Prev	Expiration Date
	Title (Ascending)
	Title (Descending)
	Description (Ascending)
	Description (Descending)
	Body (Ascending)
	Body (Descending)
	URL

- Select one of the following methods and click **Search**. Note the differences in the display.

- Content ID
- Release Date

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
113715	Distance Learning Resources from the Michigan eLibrary	http://web.mel.org/dobasicsearch.jsp?searchText=distance+learning&searchTopic=0&searchMethod=2	100	01/01/2005	04/25/2005	{Delete}
157768	2005 Single Business Tax Forms	Downloadable 2005 Single Business Tax Forms and Instructions.	100	01/01/2005		{Delete}
163368	Survey Reports		20	01/01/2005		{Delete}
172221	Child and Adolescent Health Center Program Roster	/documents/mde/CAHCcontacts2007_203105_7.pdf	100	01/01/2005	06/03/2008	{Delete}

- Expiration Date
- Title (ascending or descending)

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
291808	MDOT seeks public comment on proposed changes to hazardous materials routing designations in Detroit	December 21, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on proposed changes to the non-radioactive hazardous materials (NHRM) routing designations for four routes located in Wayne County.	100	12/21/2012		{Delete}
291137	MDOT seeks public comment on draft 2013-2017 transportation program	December 10, 2012 -- The Michigan Department of Transportation (MDOT) is seeking public comment on its draft 2013-2017 Five-Year Transportation Program.	100	12/10/2012		{Delete}
261940	Weave/merge lane and smoother ride for US-31 in Muskegon County		100	09/08/2011		{Delete}

- Description (ascending or descending)

- **URL**

- You may also choose to list a different number of items by changing the display count

Display Count	25
	25
	50
	100

Browse Category

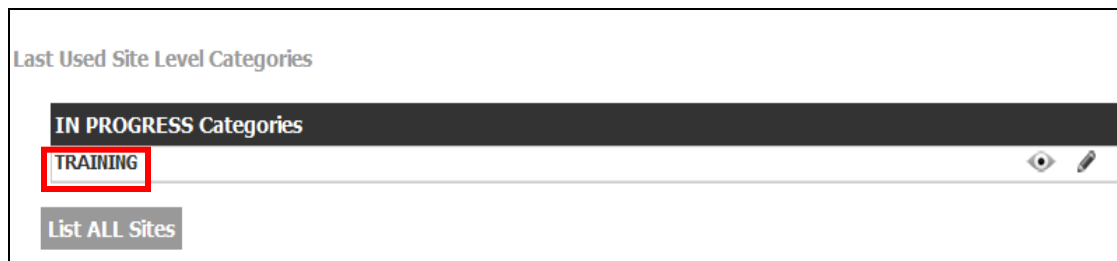
You can get a look at the structure of the site by using the **Browse Category** feature. The **Browse Category** feature also allows you to locate and edit content.

- From the left menu, select **CATEGORIES/ BROWSE CATEGORY**



- Click the site **Training** to enter the **Browse Category** feature

(**Note:** Selecting **List ALL Sites** will display a view of all SOM sites)



The categories are displayed as:

- **LIVE = Green**
- **IN PROGRESS = Black**
- **EXPIRED = Red**

LIVE Categories	IN PROGRESS Categories	EXPIRED Categories
TRAINING-ARNOLD_2013_10	TRAINING-ABOUT_US	TRAINING-ESTILL_201211
TRAINING-BOTTOM_NAV_LINKS	TRAINING-ADLER_201409	TRAINING-ESTILL_201301
TRAINING-ELLSWORTH_201401	TRAINING-ALEXANDER_201409	TRAINING-ESTILL_201302
TRAINING-ESTILL_2013	TRAINING-ASSETS	
TRAINING-ESTILL_201401	TRAINING-BLACKBURN_201309	

- Click **VIEW CATEGORY TREE**

Category Browser : TRAINING

[IN_PROGRESS PREVIEW](#)[VIEW](#)[VIEW CATEGORY TREE](#)

Up One Level to **SITE CATEGORIES**

You will see **Stats** and all the **Categories** listed in a hierarchical fashion.

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (19) + Live Content (247) = 266

[VIEW LEGEND / HELP](#)

[Go to Top of Site](#)

- 0 **Training** N Browse To TRAINING:18386 (IN_PROGRESS)
 - 1 **Our Favorites** N Browse To FAVORITES:18458 (IN_PROGRESS)
 - 2 **Music** N Browse To MUSIC:18470 (IN_PROGRESS)
 - 3 **Rock** N Browse To ROCK:18471 (IN_PROGRESS)
 - 4 Artist 1 C Browse To ARTIST_1:18592 (IN_PROGRESS)
 - 4 Artist 2 C Browse To ARTIST_2:18593 (IN_PROGRESS)
 - 4 Artist 3 C Browse To ARTIST_3:18594 (IN_PROGRESS)
 - 3 What's New O Browse To WHATS_NEW:18476 (IN_PROGRESS)
 - 3 **Classical** N Browse To CLASSICAL:18722 (IN_PROGRESS)
 - 4 Mozart C Browse To MOZART:18723 (IN_PROGRESS)
 - 4 Beethoven C Browse To BEETHOVEN:18724 (IN_PROGRESS)
 - 4 Bach C Browse To BACH:18725 (IN_PROGRESS)
 - 4 Rachmoninov C Browse To RACHMONINOV:18726 (IN_PROGRESS)

- Click **VIEW LEGEND / HELP**

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (19) + Live Content (247) = 266

[VIEW LEGEND / HELP](#)

[Go to Top of Site](#)

Displays a list that explains **Categories** (Type/Status), **Content** (any type), and the **List Content Button**:

Categories: (N = Navigation; C = Content; O = Other)

Category Type/Status	Example
N / IN_PROGRESS:	Current Openings N Browse To CURRENTJOBS:1508 (IN_PROGRESS)
N / LIVE:	Budget & Operations N Browse To OPERATIONS:1438 (LIVE)
N / EXPIRED:	Parole Board N Browse To PAROLE_BOARD:58680 (EXPIRED)
C or O / IN_PROGRESS:	Careers in Corrections assets O Browse To ASSETS:1439 (IN_PROGRESS)
C or O / LIVE:	Alphabetical List of Prisons C Browse To LIST:1789 (LIVE)
C or O / EXPIRED:	Region1 C Browse To REGION1:1422 (EXPIRED)


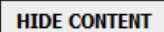
Content: (any type)

Content Status	Example
IN_PROGRESS:	Attorney General Charges Former Head of Oakland ISD ID: 89700 IN_PROGRESS
LIVE:	Parole Board units rally for St. Vincent's Home ID: 66248 LIVE
LIVE and EXPIRED:	Emergency Railroad Telephone Numbers ID: 59863 LIVE-Expired
DELETED:	TRV Program 2001 Annual Report ID: 23737 DELETED
DELETED and EXPIRED:	Buckle up or pay up! ID: 68315 DELETED-Expired

List Content Button:

NOTE: At the site (top) level, only site administrators have access to the list content button. For all others, the button will appear after selecting a category from the tree.


SITE ADMINS: Listing content at the site (top) level may take a long time, depending upon the size of your site. You may choose to select a category from the tree first (to load a smaller section of the tree), then list the content.

- Example of the  button
- Example of the  button

➤ Click **HIDE LEGEND / HELP**

Category Tree

Stats: Total Pages (from this category downward) = Live Navigation Categories (19) + Live Content (247) = 266



Returns you back to the original **Category Tree** view.

The different levels of the categories are numbered accordingly.

- 0	Training	N		Browse To	TRAINING:18386 (IN_PROGRESS)
- 1	Our Favorites	N		Browse To	FAVORITES:18458 (IN_PROGRESS)
- 2	Music	N		Browse To	MUSIC:18470 (IN_PROGRESS)
- 3	Rock	N		Browse To	ROCK:18471 (IN_PROGRESS)
- 4	Artist 1	C		Browse To	ARTIST_1:18592 (IN_PROGRESS)

The **Category Display Text** is linked.

- 3	What's New	O		Browse To	
- 3	Classical	N		Browse To	
- 4	Mozart	C		Browse To	
- 4	Beethoven	C		Browse To	

Clicking on one of the links will isolate that section of the navigation tree.





Category Tree					
Stats: Total Pages (from this category downward) = Live Navigation Categories (0) + Live Content (0) = 0					
VIEW LEGEND / HELP					
Go to Top of Site LIST CONTENT - Warning: this will take some time if the category is large. You might isolate a selected category first.					
- 3	Rock	N		Browse To	ROCK:18471 (IN_PROGRESS)
- 4	Artist 1	C		Browse To	ARTIST_1:18592 (IN_PROGRESS)
- 4	Artist 2	C		Browse To	ARTIST_2:18593 (IN_PROGRESS)
- 4	Artist 3	C		Browse To	ARTIST_3:18594 (IN_PROGRESS)

Each category has its **type** displayed in parentheses.

- 4	Artist 3	C		Browse To	ARTIST_3:18594 (IN_PROGRESS)
- 3	What's New	O		Browse To	WHATS_NEW:18476 (IN_PROGRESS)
- 3	Classical	N		Browse To	CLASSICAL:18722 (IN_PROGRESS)
- 4	Mozart	C		Browse To	MOZART:18723 (IN_PROGRESS)





- **N = Navigation Category** which is used only for left navigation
- **C = Content Category** which is used for components
- **O = Other** which is used for Asset categories and some components

There is an **Edit** button and a **Browse To** link for the Categories.

- 4	Artist 3	C		Browse To	ARTIST_3:18594 (IN_PROGRESS)
- 3	What's New	O		Browse To	WHATS_NEW:18476 (IN_PROGRESS)
- 3	Classical	N		Browse To	CLASSICAL:18722 (IN_PROGRESS)
- 4	Mozart	C		Browse To	MOZART:18723 (IN_PROGRESS)

- **Edit** will allow you to view the **Edit Category** screen for that category
- **Browse To** will take you to the **Category Browser** screen for that particular category

The actual **Category Name**, **ID** and **Status** is at the end of each entry.

- 4	Artist 3	C		Browse To	ARTIST_3:18594 (IN_PROGRESS)
- 3	What's New	O		Browse To	WHATS_NEW:18476 (IN_PROGRESS)
- 3	Classical	N		Browse To	CLASSICAL:18722 (IN_PROGRESS)
- 4	Mozart	C		Browse To	MOZART:18723 (IN_PROGRESS)

From the **Category Browser** screen you can see a list of subcategories one level below the one you are looking at. You can navigate to one of the sub-categories by clicking on the name.

Category Browser : TRAINING



















IN_PROGRESS PREVIEW

VIEW

VIEW CATEGORY TREE

Up One Level to **SITE CATEGORIES**

IN PROGRESS Categories

TRAINING-ABOUT_US		
TRAINING-ADLER_201409		
TRAINING-ALEXANDER_201409		
TRAINING-ASSETS		
TRAINING-BLACKBURN_201309		
TRAINING-BUSKULIC_201309		
TRAINING-CALENDAR		
TRAINING-CILLETTE_201407		
TRAINING-CLUTE_201407		
TRAINING-DESSERTS		

When you look at a **Content Category** you will see a list of the content that is in that category.

Category Browser
TRAINING-ABOUT_US

(IN_PROGRESS)

EDIT CAT

ADD CONTENT

PARENT CAT: TRAINING

LIVE Categories

IN PROGRESS Categories

TRAINING-ABOUT_US-ADVANCED_ASSETS

TRAINING-ABOUT_US-ASSETS

TRAINING-ABOUT_US-CALENDAR

ASSOCIATED CATEGORIES

ID	Category Name	Edit	Delete	Priority
----	---------------	------	--------	----------

ASSOCIATED CONTENT

Click Title to Preview, ID to edit Content Item, Remove to delete the association
Click ID, Content Title, or Priority to sort on that column.

STANDARD SORT

Display 10 Records. DISPLAY ALL

Clicking on the same column twice reverses the sort.

Move Content Delete Content Check All

Keep Existing Category Association:

ID	Content Title	Type	Status	Priority	Remove Assoc
233307	Homeless and Special Needs Contact Us	FORM	LIVE	100 (Primary)	
223289	MiCase FAQs	HTML	LIVE	100 (Primary)	
165134	Put Your Mind in Gear	HTML	LIVE	100 (Primary)	
160338	Standard Operating Procedures	HTML	LIVE	100 (Primary)	
160427	DMB-BUILDING OCCUPANCY AGREEMENT INFORMATION	HTML	LIVE	100 (Primary)	
159862	Maximo	HTML	LIVE	100 (Primary)	
122453	Link Terminology	LINK	LIVE (Expired)	100 {Remove}	

Initially 10 items are displayed. You can change the **Number of Items** displayed by typing the desired number in the box. Clicking **DISPLAY ALL** will allow you to see all records.

STANDARD SORT

Display 10 Records. DISPLAY ALL

Initially the content is displayed in the order in which the component is set to display content. You can change the order by clicking on one of the sort column headings.

Click ID, Content Title, or Priority to sort on that column.

Clicking on the same column twice reverses the sort.

ID	Content Title	Type	Status	Priority	Remove Assoc
233307	Homeless and Special Needs Contact Us	FORM	LIVE	100 (Primary)	
223289	MiCase FAQs	HTML	LIVE	100 (Primary)	

Expired Content is indicated as follows:

Status

LIVE

LIVE (Expired)

Clicking on the **Content Title** will take you to a **Preview** of the content.

ID	Content Title
233307	Homeless and Special Needs Contact Us
223289	MiCase FAQs

Clicking on the **ID** will take you to the **Edit Content Item** screen.

ID	Content Title
233307	Homeless and Special Needs Contact Us
223289	MiCase FAQs

You can add a new piece of content to the category by clicking **ADD CONTENT** at the top of the screen.

Category Browser
TRAINING-ABOUT_US
(IN_PROGRESS)

You can navigate up the category structure by clicking on the **PARENT CAT:** button. The category name will change based upon what level you are viewing.

Category Browser
TRAINING-ABOUT_US
(IN_PROGRESS)

When you are looking at a navigation category, you can see the **PAGE LAYOUT** template that is being used, the categories that are associated with each component and position.

PAGE LAYOUT

63142 | Intro w/ Index
Cat ID: ---
Position: 10
[Edit Properties](#)

63143 | Categorized List
Cat ID: ---
Position: 100
[Edit Properties](#)

[Delete Page](#) | [Modify Page](#) | [Add Components to Page](#)

Edit Content

You may locate content to edit it later using many different methods, as outlined above.

From List Content

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu

CONTENT	LIST/SEARCH CONTENT
	ADD CONTENT

- Enter the Content ID in the **ID** field

Search By...	ID:	167823	Edit 167823	Search
--------------	-----	--------	-------------	--------

- Click **Edit** (displays Content ID entered)

167823	Edit 167823
--------	-------------

You can also find content by searching on the **Text (Content Title)** field as discussed in *Introduction to Content Entry* as well as the methods discussed above.

From Browse Category

While browsing categories, you can see the content listed in each category. Simply find the category you wish to edit and click on the **ID** link next to Content Title. You will then be taken to the **Edit Content Item** screen.

Category Browser

TRAINING-ABOUT_US-INTERMEDIATE_CONTENT

(IN_PROGRESS) [EDIT CAT](#) [ADD CONTENT](#) [PARENT CAT: TRAINING-ABOUT_US](#)

LIVE Categories

IN PROGRESS Categories

TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP1	
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP2	
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP3	
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP4	
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-GROUP5	
TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-LIST_W_MORE	

ASSOCIATED CATEGORIES

ID	Category Name	Edit	Delete	Priority

ASSOCIATED CONTENT

Click Title to Preview, ID to edit Content Item, Remove to delete the association
Click **ID**, **Content Title**, or **Priority** to sort on that column.

STANDARD SORT
Display Records. [DISPLAY ALL](#)
Clicking on the same column twice reverses the sort.

[Move Content](#) [Delete Content](#) [Check All](#) ☐

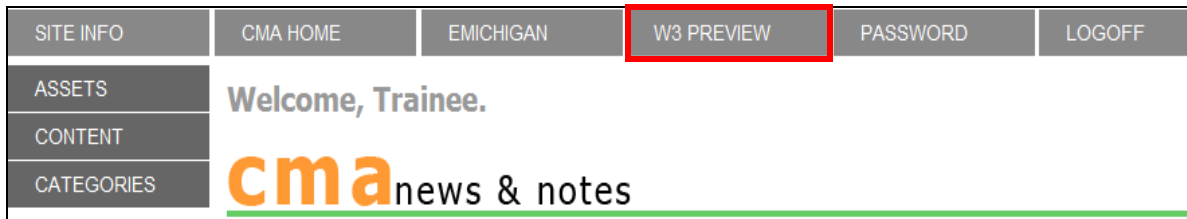
Keep Existing Category Association: ☐

ID	Content Title	Type	Status	Priority	Remove Assoc
326404	7 - Sample Blog	BLOG	LIVE	100 (Primary)	<input type="checkbox"/>
167820	3a - Sample Content for Pagination	LINK	LIVE	100 (Primary)	<input type="checkbox"/>
167823	3 - Multi-Page Content Sample	HTML	LIVE	100 (Primary)	<input type="checkbox"/>

From W3 Preview

From the **W3 PREVIEW** screen, you can both **Preview** your content and enter the **Edit Content Item** screen.

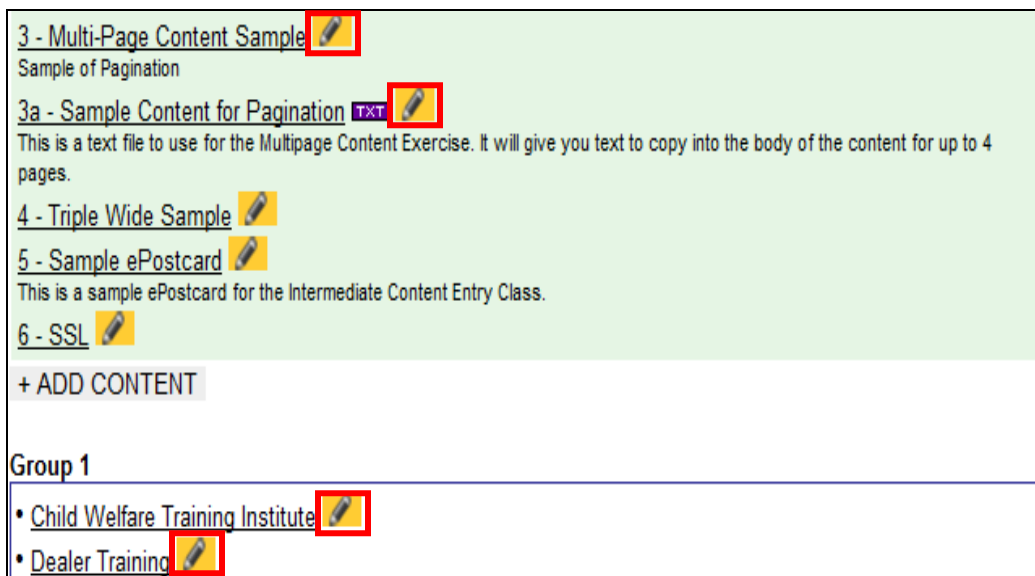
- You must be logged on to the **CMA**. From there, click **W3 PREVIEW**.



- Browse to the desired piece of content and scroll to the bottom of the screen
- There will be a **Content** (Edit Content) button at the bottom which will allow you to edit this piece of content. A new browser window will open when you click the button and you will be in the **Edit Content Item** screen.



- From the **Page Layout/Template** screen you will also find an **Edit this Content** button next to the **Content Title** or **Link Text** of the content.



View Content

We can use content that we do not have permission to edit in our own site. Click on **ID(edit)** link to view and include it in our own categories.

- Select **CONTENT** and **LIST/SEARCH CONTENT**, from the left menu. Enter the word “**train**” in the Text field.

CONTENT	LIST/SEARCH CONTENT
	ADD CONTENT

Search for Content				
Search By...	ID:	<input type="text"/>	Edit	Search
	Text:	<input type="text" value="train"/>		
	Created/Updated By:	<input type="text"/>		
	Search Type:	NORMAL		
	Expiration Date:	= <input type="text"/>		
	Release Date:	= <input type="text"/>		
	Sort By	Content ID		
	Display Count	25		

- Select a piece of content that is:

- Not expired
- ID link is teal

4486	Will training be provided?	Will training be provided?	100	10/24/2001	05/10/2012	{Delete}
NOT OK						
5104	New M.I.O.S.H.A. Requirement Training	Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months.	100	11/15/2001		{Delete}
OK						

- Click on the **ID** link to view the content

5104	New M.I.O.S.H.A. Requirement Training	Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months.	100	11/15/2001	{Delete}
------	---------------------------------------	---	-----	------------	----------

- Scroll to **Associated Categories**

Associated Categories				
Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 282	THEME-BUSINESS-OPERATING - EDIT CAT	100	(Edit)	(Primary)

Add a Category Association

Enter Category ID: OR... [Select from List of Categories and ADD](#)

- Click on **Select from List of Categories and ADD**

Associated Categories				
Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 282	THEME-BUSINESS-OPERATING - EDIT CAT	100	(Edit)	(Primary)

Add a Category Association

Enter Category ID: OR... Select from List of Categories and ADD

- Select your **Associated Category**

Add New Association CATEGORY

Content Title:


Associated Category:

Additional Association Type: ☒ None ☐ What's New ☐ Featured Service ☐ Spotlight

Priority:

- Click **Add**
- Go to the Training Site
- Navigate to your page and refresh - view your content in your category group

Group 2

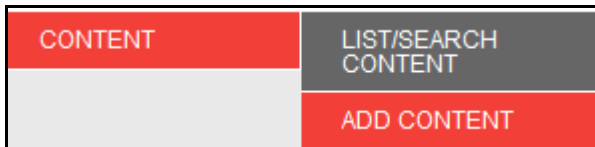
- New M.I.O.S.H.A. Requirement Training 

Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months.

Add Content

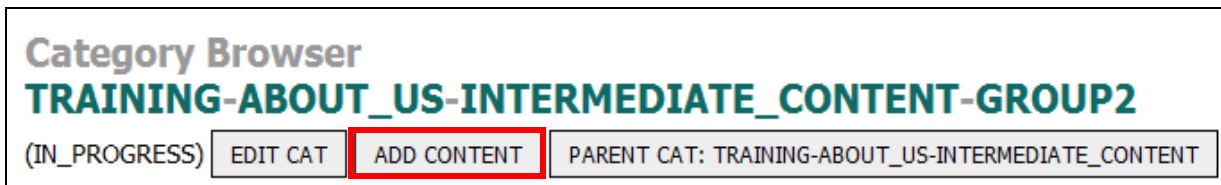
In addition to the multiple ways to edit content, there are multiple ways to create new content as well.

CMA Left Navigation – CONTENT/ADD CONTENT



The most common way to create a new piece of content is to use the **ADD CONTENT** item from the left navigation in the CMA. This is the first thing taught in the first CMA class.




Browse to Category & Add Content



You can browse to your desired category first and then click on **ADD CONTENT** to add a piece of content directly to that category. Make sure you are in the category where you want the content to appear.

W3 Preview & Add Content

Group 3

- 1990: Handlon Training Unit officer selected Officer of the Year 
1990 Officer of the Year
- Governor Appoints Four to Correctional Officers Training Council 
Governor John Engler today appointed four individuals to the Michigan Correctional Officers Training Council, which establishes standards for the training and education of candidates for correctional officers.
- Governor Re-appoints Five to Fire Fighters Training Council 
Governor John Engler today re-appointed Michael J. Burke, Terrence H. Chesney, Kenneth W. Eagle, Thad N. Taylor, and Joseph Zielinski to the Fire Fighters Training Council, which establishes advisory standards for fire fighter training schools and courses of study.
- New M.I.O.S.H.A. Requirement Training 
Employers interested in the new recordkeeping requirements under the Michigan Occupational Safety and Health Act can participate in one of two videoconferences over the next two months.

+ ADD CONTENT

While in **W3 PREVIEW**, you can browse to the desired page. If the page is a **Component Page Layout**, you will be able to click on an **+ADD CONTENT** link at the bottom of the box to add additional content to the category for that box. If the Page Layout is not a Component type of layout, **this will NOT work** - for example:

- **Calendar of Events**
- **Full Content**
- **Content Archive**
- **Categorized Call**

Some variations on this occur when the page layout includes a component box in addition to the other aspects of the page. You will find this on **ALL** the following page layouts:

- **All Component Page Layouts**
- **Press Release** - While there is no Component box on this page, the functionality has been added to this template!
- **Categorized Call with Intro** - the **Intro** box will have **+ADD CONTENT** at the bottom, but the Categorized Call boxes will not
- **Theme** page - the Intro box at the top will have **+ADD CONTENT** at the bottom of the box

Triplewide

Triplewide content eliminates the right navigation and allows the author to utilize more room. Normal content only allows for 640 pixels in width. **Triplewide** content allows for 790 pixels. This will allow for wider images and tables.



The screenshot shows the Michigan Training Website interface. The header includes the Michigan state logo, the text 'Training Website Department of Information Technology', and the 'Michigan.gov' logo. A navigation bar contains links for 'Michigan.gov Home', 'Training Home', 'Site Map', 'Contact Training', and 'Training FAQ'. A search bar is on the right. A left sidebar titled 'About Us' lists various training topics. The main content area is titled '4 - Triple Wide Sample' and features a table with four columns: 'People', 'Christmas Request', 'Where Buying', and 'Purchased Date'. The table contains five rows of data.

People	Christmas Request	Where Buying	Purchased Date
Daughter	Toaster Oven	Best Buy	
Son	Cordless Drill	Home Depot	
Granddaughter	Barbie House	Toys R Us	
Grandson	Leap Pad	Toys R Us	
Parents	Airline Tickets to MI	Expedia	

To make a piece of content Triplewide, simply click the box in the **Full Display (triplewide)** field of the **New/Edit Content Item** screens. It is located directly below the Priority field.

Full Display (triplewide)	<input type="checkbox"/>
----------------------------------	--------------------------

Content Types

In Introduction to Content Entry, we covered HTML and Link content. There are other types of content that can be used. We will look at one of them here.

SSL

Secured Socket Layer (SSL) content type is used whenever you need the page you are creating to be secured or encrypted. You can create a form that will be encrypted when it is submitted. Be aware, however, that while the submission of the form is, indeed encrypted and is secure, the mailing of that form from the server to the recipient within the State of Michigan is not secure.

➤ Click **CONTENT/ADD CONTENT**

➤ Select **SSL** as the **Content Type**

* Content Type:	HTML (HTML 1.0/2.0) ▼
	BLOG (Blog Type Content)
	EPOSTCARD (e-PostCard)
	FLV (Flash Video Content)
	FORM (HTML-FORM)
	HTML (HTML 1.0/2.0)
	LINK (LINK (URL))
	MIXED (ASCII/HTML)
	OTHER (Other/Unknown)
	SSL (HTML-SSL)
	TEXT (ASCII Text)



➤ Enter the **Content Title** - Use **Your name - SSL**

➤ Enter the remainder of the content as you would any other **HTML** content. For information on creating forms, please see the **Guide to Creating Forms in the CMA** found on **<http://www.michigan.gov/e-michigan>** on the Reference Center button.

➤ Enter **Keywords**

➤ Click **ADD**

➤ View your content on the Training Site. Note the **Padlock** icon in the **status bar** and the **https://** in the **Address** field.

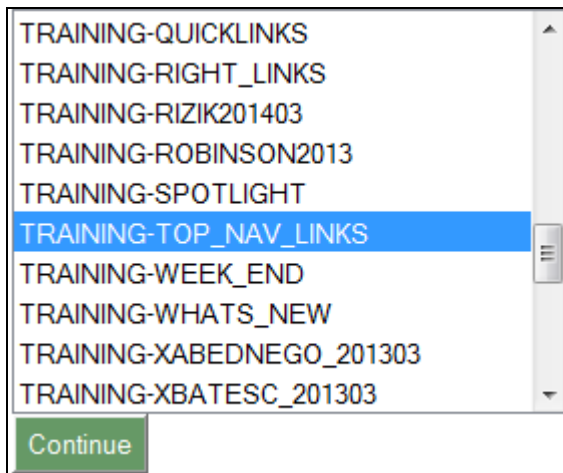
 https://www.michigan.gov/training/0,10607,7-166-18458_20697_26275-113488--SS,00.html ▼ 

Special Content

FAQ

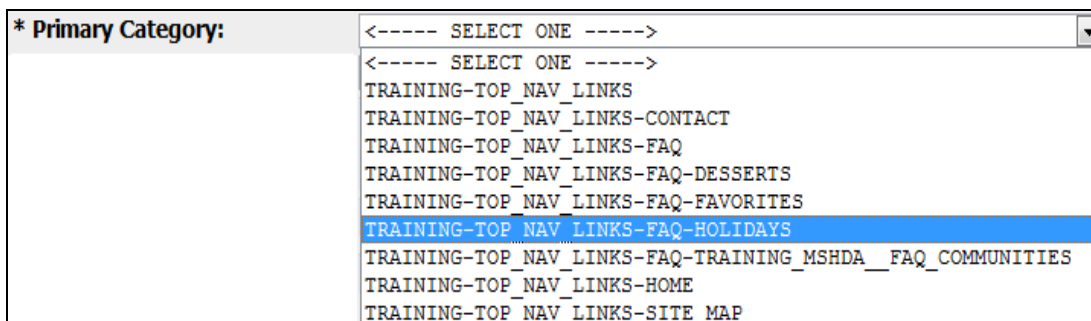
FAQs are presented in a template specifically designed for FAQs. In order to have the questions and answers displayed properly, the fields must be completed in a specific fashion.

- Click **CONTENT/ ADD CONTENT**
- Select the **Category Group** (*Sitename-TOP_NAV_LINKS*)



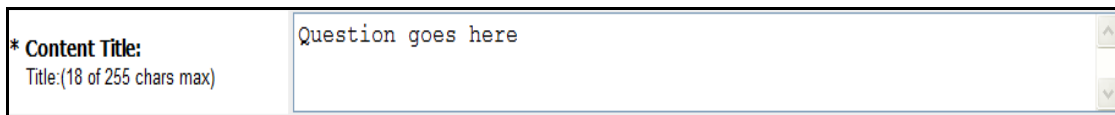
A screenshot of a web application's category selection interface. It features a vertical list of category names: TRAINING-QUICKLINKS, TRAINING-RIGHT_LINKS, TRAINING-RIZIK201403, TRAINING-ROBINSON2013, TRAINING-SPOTLIGHT, TRAINING-TOP_NAV_LINKS (highlighted in blue), TRAINING-WEEK_END, TRAINING-WHATS_NEW, TRAINING-XABEDNEGO_201303, and TRAINING-XBATESC_201303. Below the list is a green button labeled 'Continue'.

- Select the **Primary Category** (*Sitename-TOP_NAV_LINKS-FAQ-CATEGORY*)



A screenshot of a web application's primary category selection interface. It shows a dropdown menu with the label '* Primary Category:'. The menu is open, displaying a list of options: <----- SELECT ONE ----->, <----- SELECT ONE ----->, TRAINING-TOP_NAV_LINKS, TRAINING-TOP_NAV_LINKS-CONTACT, TRAINING-TOP_NAV_LINKS-FAQ, TRAINING-TOP_NAV_LINKS-FAQ-DESSERTS, TRAINING-TOP_NAV_LINKS-FAQ-FAVORITES, TRAINING-TOP_NAV_LINKS-FAQ-HOLIDAYS (highlighted in blue), TRAINING-TOP_NAV_LINKS-FAQ-TRAINING_MSHDA__FAQ_COMMUNITIES, TRAINING-TOP_NAV_LINKS-HOME, and TRAINING-TOP_NAV_LINKS-SITE MAP.

- The **Content Type** is **HTML**
- In the **Content Title** field, enter the **question** as you want it to appear on the list of questions

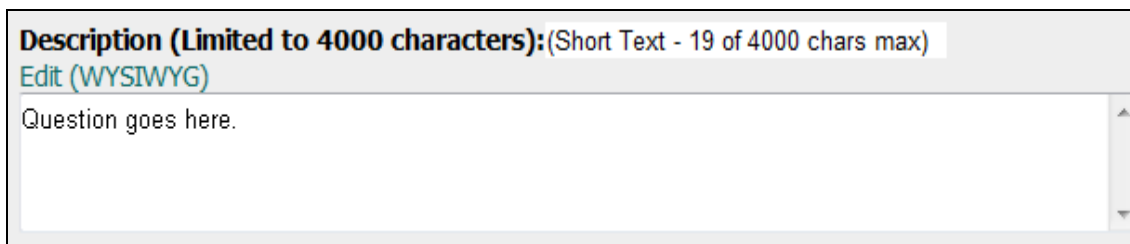


A screenshot of a web application's content title input field. It shows a label '* Content Title:' followed by a text input field containing the text 'Question goes here'. Below the label is a small text indicating 'Title:(18 of 255 chars max)'.

- Complete the other fields as appropriate

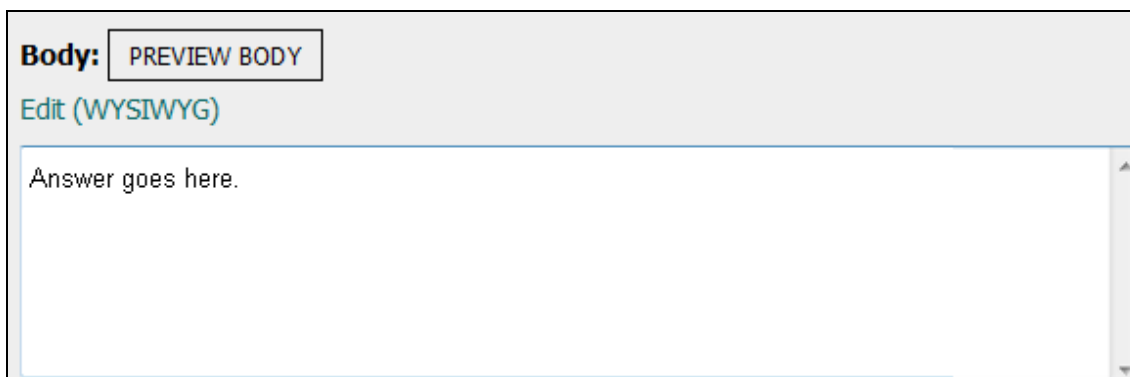
Questions are ordered by reverse release date (oldest first) then Priority when release date is the same. Set the release date and priority to order the questions as you want them to appear.

- In the **Description** field, enter the **question** as you want it to appear on the page that also contains the answer. This will usually be the same as what was entered in the Title field and will display as the content title in the component section.



The screenshot shows a form field for the 'Description'. The header of the field is 'Description (Limited to 4000 characters):(Short Text - 19 of 4000 chars max)'. Below the header is a link 'Edit (WYSIWYG)'. The main text area contains the placeholder text 'Question goes here.' and has a vertical scrollbar on the right side.

- In the **Body** field, enter the answer to the question. If there is more than one paragraph, you will need to use **HTML** tags or **WYSIWYG**.



The screenshot shows a form field for the 'Body'. The header of the field is 'Body: PREVIEW BODY'. Below the header is a link 'Edit (WYSIWYG)'. The main text area contains the placeholder text 'Answer goes here.' and has a vertical scrollbar on the right side.

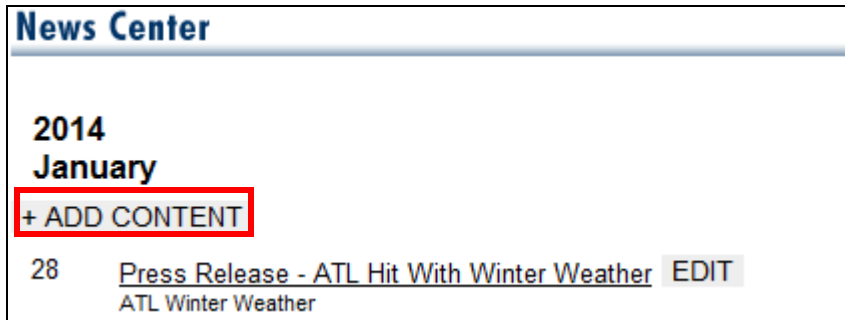
- Enter **Keywords**
- Click **ADD**
- View your FAQ on the Training Site

FAQs are not updated automatically. The cache clear schedule does not apply to the top navigation. **FAQs** need to be manually cleared. When you update or add a new **FAQ**, please contact your site administrator to have the **Top Navigation** cleared.

Press Releases

The following are the standards for press releases on the web. All agencies are required to adhere to these standards.

- Select **Press Releases** from Left Navigation Menu on the Training Site
- Click **+ADD CONTENT**



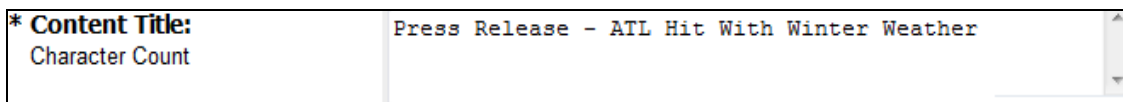
News Center

2014
January

+ ADD CONTENT

28 [Press Release - ATL Hit With Winter Weather](#) **EDIT**
ATL Winter Weather

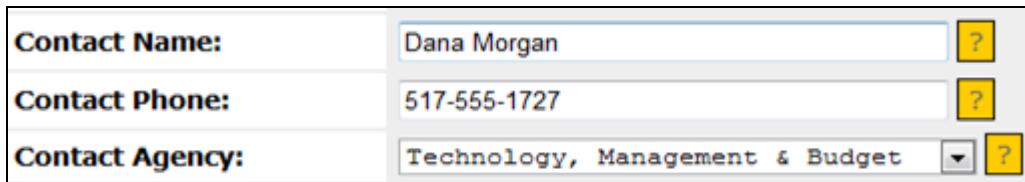
- **Content Title** field: There should not be a subhead in the body. Simply put a semicolon after the title and put the subhead there.



*** Content Title:**
Character Count

Press Release - ATL Hit With Winter Weather

- **Agency Information:** **ALWAYS** include the **Contact Name, Phone Number** and **Agency**

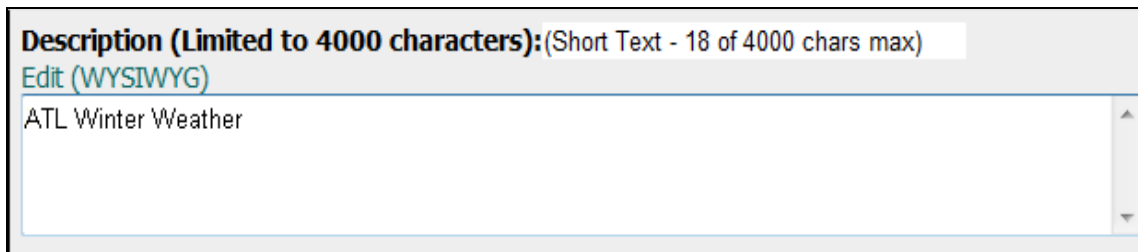


Contact Name: Dana Morgan ?

Contact Phone: 517-555-1727 ?

Contact Agency: Technology, Management & Budget ?

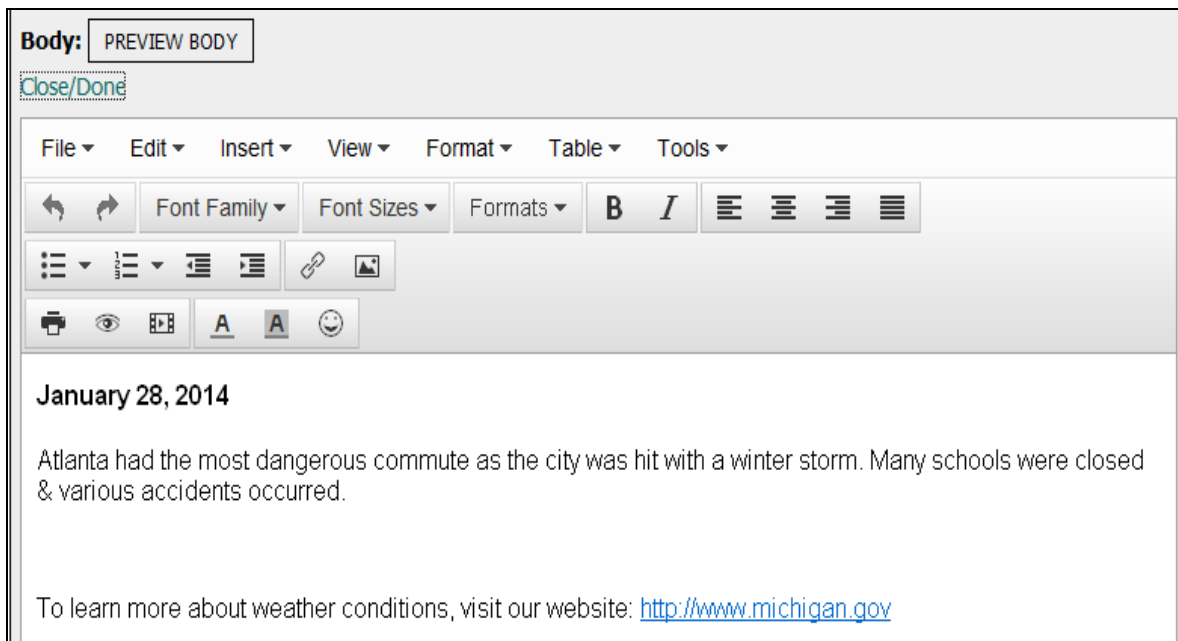
- **Description:** Enter a short **description** about the press release



Description (Limited to 4000 characters):(Short Text - 18 of 4000 chars max)

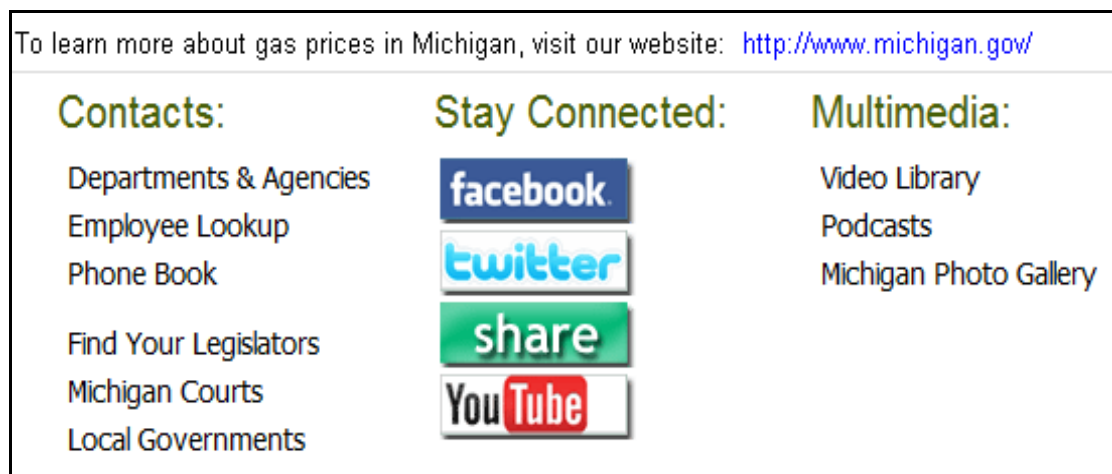
[Edit \(WYSIWYG\)](#)

ATL Winter Weather



➤ **Body:** (Note: This view is in WYSIWYG)

- The first item in the body should **ALWAYS** be the date, in bold (See above)
- **Do not** use a dateline, unless it is somewhere other than Lansing
- Do not use **FOR IMMEDIATE RELEASE**. It is not necessary.
- The default font set in Vignette is Arial, Helvetica 10 point. Please, use this font and size for the body text.
- All press releases should be left justified and single-spaced with no paragraph indentation and one line between paragraphs
- At the bottom of every release, include a link to the press release page of your department. For example (the exact wording is up to each agency):



Releases do **NOT NEED ANY KIND OF END DEMARCATION** (### or -30-).

Attachments (letters, charts, etc.) should be converted to **PDFs** and included as associated assets.

- Click **Close/Done**
- Enter **Keywords**
- Click **ADD**
- View your Press Release on the Training Site

(View Press Release samples at: <http://www.michigan.gov/minewswire>)

Calendar of Events

Content for **Calendar of Events** is created in the same fashion as any other piece of content. The only difference for content entry is specifying the **Event Start Date/Time**, **Event End Date/Time**, **Event Location (Optional)** and **Location Map (Optional)**.

Event Start Date: MM/DD/YYYY	<input type="text"/>	12:00AM	
Event End Date: MM/DD/YYYY	<input type="text"/>	12:00AM	
Event Location:	<input type="text"/>		
Location Map:	<input type="checkbox"/>		

Your Site Administrator will determine if content will be entered on a **Full** or **Mini Calendar** template. Events are added to the left navigation category for the Calendar of Events template.

Sample Full Calendar (Displays list of all the months' events below the calendar)

<div> <div> <div>◀◀ 2013</div> <div>FEBRUARY</div> <div>▶▶ 2015</div> </div> <div>MARCH 2014</div> <div> <div>▶ APRIL</div> <div>MONTH</div> <div>YEAR</div> </div> </div>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sample 1 - Full Calendar of Event

Sample 2 - Full Calendar of Event

Sample 3 - Full Calendar of Event

Sample 1 - Full Calendar of Event

Date: March 13, 2014

Time: 08:00 AM - 05:00 PM

Description: Full Calendar of Event

Sample 2 - Full Calendar of Event

Date: March 18, 2014

Time: 08:00 AM - 05:00 PM

Description: Full Calendar of Event

Sample 3 - Full Calendar of Event

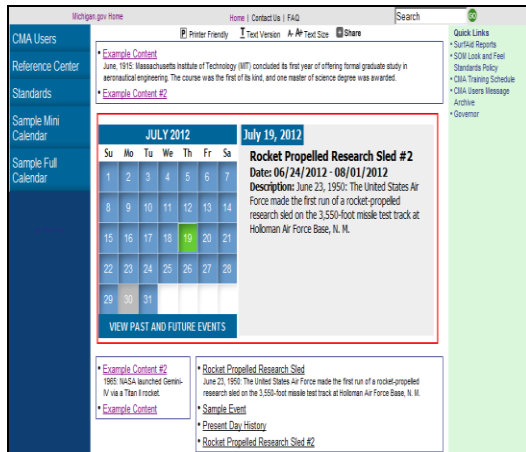
Date: March 27, 2014

Time: 08:00 AM - 05:00 PM

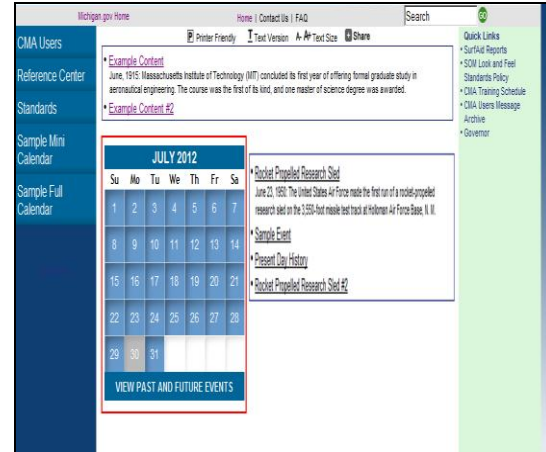
Description: Full Calendar of Event

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Sample Mini Calendar in Double Wide

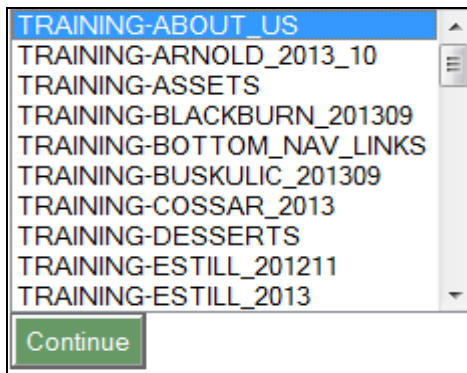


Sample Mini Calendar in Single Wide

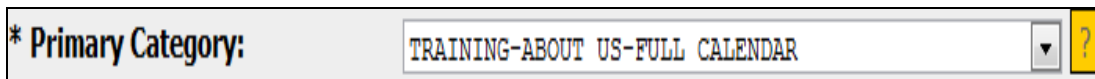


Create an **Event** that will be added to the left navigation category for the **Full Calendar** template.

- Click **CONTENT/ADD CONTENT**
- Select: **TRAINING-ABOUT_US**





- Click **Continue**
- Primary Category: select **TRAINING-ABOUT US-FULL_CALENDAR**




- **Content Type** leave **HTML**
- Add your **Content Title**
- Complete necessary fields with asterisks (*)
- Expand **EVENT DATE INFORMATION** and enter the **Event Start Date/time** and **Event End Date/time**. These are not required fields. But if you use one, you have to use the other. If this is to be a one-day event, enter the same date in both fields.

NOTE: If the time fields are both left on the default of 12:00AM, then the server considers the event an “All Day Event” and will render the content as such.

Event Start Date: MM/DD/YYYY	<input type="text" value="07/22/2013"/>	<input type="text" value="12:00AM"/>	
Event End Date: MM/DD/YYYY	<input type="text" value="07/22/2013"/>	<input type="text" value="12:00AM"/>	

- Enter an **Event Location** and check the **Location Map** box (not required fields). These fields are for any content. Type in the text for the Event Location and it will show on the content page with these special characteristics:
 - a. Type in a specific street address and it will show a hyperlink to a Bing map. Example: 111 S. Capitol Ave., Lansing, MI 48909 (no comma between state & zip)
 - b. Type in HTML code (hyperlink) and it will show that hyperlink
 - c. Type in text and it will be only text. The server won't do anything special.

The **Location Map** check box is used in conjunction with characteristic a. If you type a specific street address, it will create a Bing map in the content.


Event Location:	<input type="text" value="111 S. Capitol Ave., Lansing, MI 48909"/>	
Location Map:	<input checked="" type="checkbox"/>	

- Enter the **Description** and the **Body** fields
- Enter **Keywords**
- Click **ADD**
- View your Calendar of Event on the Training Site

List with More Component

The List with More Component offers unique capabilities. When a Site Administrator employs this component type, the first few items are displayed in the component and a link to the full list is at the bottom of the component.


[print friendly](#) [email this page](#) [Like](#) [Tweet](#)


- What's It All About? 

This is a sample page with a "List With More" component. You can see how to add content to the proper category to enable the content to be seen.

+ ADD CONTENT

Normal Single Wide



[Sample Title of Content](#) 

+ ADD CONTENT

List with More - Single Wide

- [Brian - List with More](#) [\[edit\]](#)
- [Doreen's List of toxic chemicals](#) [\[edit\]](#)
- [Debra - List with More](#) [\[edit\]](#)
- [Pamela List with more](#) [\[edit\]](#)
- [Training Intuitively](#) [\[edit\]](#)
- [List with more](#) [\[edit\]](#)

[> More](#)

+ ADD CONTENT

When the **> More** link is clicked, the user is taken to a page like the one below. It will always be some sort of Categorized Call and may have one or many boxes on the page.

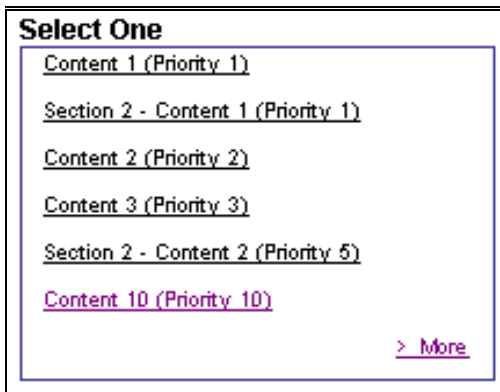
Section 1

- [Content 1 \(Priority 1\)](#)
- [Content 2 \(Priority 2\)](#)
- [Content 3 \(Priority 3\)](#)
- [Content 10 \(Priority 10\)](#)

Section 2

- [Section 2 - Content 1 \(Priority 1\)](#)
- [Section 2 - Content 2 \(Priority 5\)](#)
- [Section 2 - Content 3 \(Priority 15\)](#)
- [Section 2 - Content 30 \(Priority 30\)](#)

The component can be customized in a variety of ways. One is a simple list. The number of items on the list is determined by the Site Administrator. The order in which the items are displayed is by priority. It disregards subcategories in compiling the list for the component.

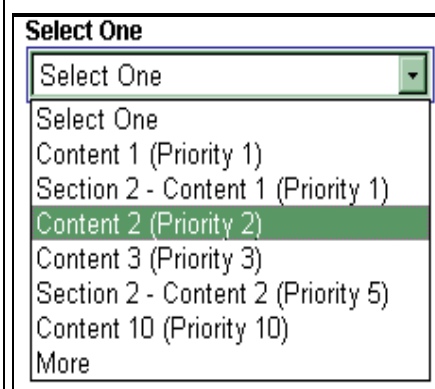


Note: Items are displayed in order based on priority and not on sub-category.

The component can also be customized to be a drop-down **Select Box**. Again the Site Administrator will determine how many items are displayed when the box is expanded. **More** will always be the last choice to access the full list.



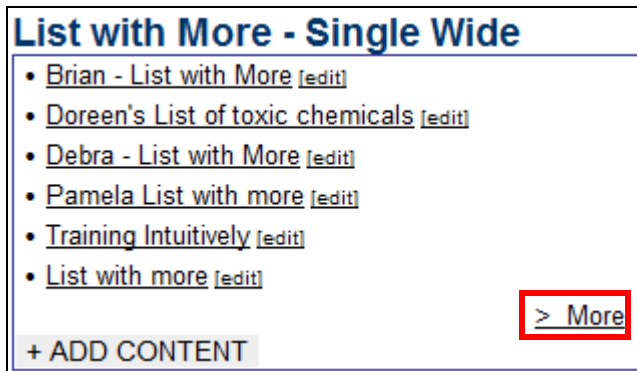
Select Box instead of standard component



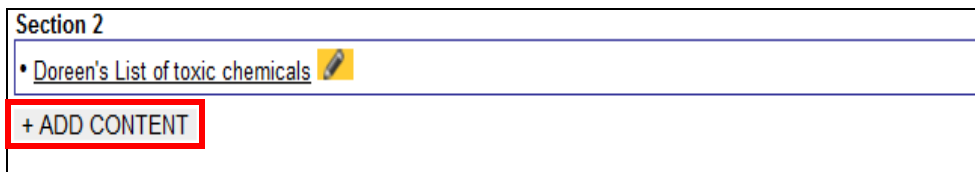
Select Box expanded

Create content to add to a **List with More Component**.

- Click **> More** to see the full List with More content on the Training Site



- Click **+ADD CONTENT**



* Primary Category:	TRAINING-ABOUT_US-INTERMEDIATE_CONTENT-LIST_W_MORE-RIGHT-SECTION2
<input type="button" value="EDIT CATEGORY"/>	<input type="button" value="BROWSE CATEGORY"/>

Note: The Primary Category and sub-category defaults (since you navigated from the Training Site using ADD CONTENT. Otherwise, you must select a **sub-category** of the component when creating new content from CMA. That is, a category from the page that is seen when **> More** is selected, rather than the component category itself. These categories are sub-categories of the **List with More Component**.

- **Content Type** select **HTML**
- Add **Content Title**
- Complete all necessary fields marked with an asterisk (*)
- Enter **Body** text
- Enter **Keywords**
- Click **ADD**
- View your List with More Component on the Training Site

Content Archive

Content for a **Content Archive** is created in the same fashion as any other piece of content. The **Primary Category** will be the left navigation category. **Content** will be ordered by **Release Date** or **Alphabetically**, according to the parameters set by the Site Administrator.

More archives for Content Archive Sample:

[2014](#) | [2013](#) | [2006](#) | [2003](#)

2014 -

Mar 12 -

[Sample 3 - Content Archive Example](#) [EDIT](#)

Sample 3 - Content Archive created for class. ****DO NOT DELETE****

Feb 11 -

[Sample 2 - Content Archive Example](#) [EDIT](#)

Sample 2 - Content Archive created for class. ****DO NOT DELETE****

Jan 7 -

[Sample 1 - Content Archive Example](#) [EDIT](#)

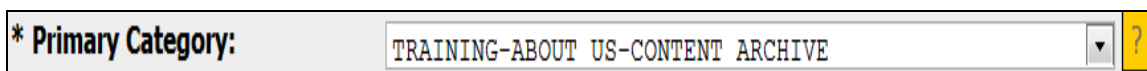
Sample 1 - Content Archive created for class. ****DO NOT DELETE****

Create content to add to a **Content Archive** category.

- Click **CONTENT/ADD CONTENT**
- Select: **TRAINING-ABOUT_US**



- Click **Continue**
- Select: **TRAINING-ABOUT US-CONTENT ARCHIVE**



- Select the desired **Content Type**
- Add your **Content Title**
- Enter the appropriate fields for the content type selected
- Click **ADD**
- View your Content Archive on the Training Site

Quicklinks

Content for **Quick Links** is created in the same fashion as any other piece of content. The only difference is specifying the correct **Primary Category**. **Quick Links** may be added at a variety of category levels.

- **Global Quick Links:**

- The **Primary Category** for **Global Quick links** is **sitename- QUICKLINKS**
Example: **TRAINING-QUICKLINKS**

* Primary Category:	TRAINING-QUICKLINKS	▼	?
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- **Global Quick Links** appear on all the navigational pages, except when specified otherwise by the Site Administrator

- **Local Quick Links:**

- The **Primary Category** for **Local Quick** links is **sitename-category-QUICKLINKS**. This will always be a navigational category.
Example: **TRAINING-FAVORITES-QUICKLINKS**

* Primary Category:	TRAINING-FAVORITES-QUICKLINKS		
	EDIT CATEGORY	BROWSE CATEGORY	

Make **Local Quick Links** appear on more than one page. You may reuse **Quick Links** on several categories by associating the new category to that content item.

➤ **Edit the Quick Link** content item

Edit Content Item	
CONTENT ID: 324753	Preview Update Duplicate DELETE
BASIC CONTENT INFORMATION * denotes required fields	
* Primary Category:	TRAINING-FAVORITES-QUICKLINKS CHANGE CATEGORY EDIT CATEGORY BROWSE CATEGORY
Content Status:	LIVE
* Content Type:	LINK (LINK (URL)) ▼
* Content Title: Character Count	Barnes & Noble Book Sale

- Scroll to bottom and locate **Associated Categories** section

Associated Categories				
Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 35153	TRAINING-FAVORITES-QUICKLINKS - EDIT CAT	100	EDIT ASSOCIATION	(Primary)

Add a Category Association

Enter Category ID: OR... **Select from List of Categories and ADD**

- Click **Select from List of Categories and ADD**
- Select the **Associated Category** for your desired Quick Link category, click **Add**

Add New Association CATEGORY

Content Title: Barnes & Noble Book Sale

Associated Category: TRAINING-FAVORITES-BOOKS-QUICKLINKS ▼

Additional Association Type: ☒ None ☐ What's New ☐ Featured Service ☐ Spotlight

Priority:

The new category will be added to the list:

Associated Categories				
Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 35153	TRAINING-FAVORITES-QUICKLINKS - EDIT CAT	100	EDIT ASSOCIATION	(Primary)
CAT ID 35154	TRAINING-FAVORITES-BOOKS-QUICKLINKS - EDIT CAT	100	EDIT ASSOCIATION	(Delete)

Add a Category Association

Enter Category ID: OR... **Select from List of Categories and ADD**

Left/Right Links Content

There is a limit of **6 Left Links**. The number of **Right Links** is determined by the Site Administrator. The default number is **6 Right Links** that can be added to a site. Creating **Left Links** and **Right Links** is essentially the same.

- Click **+ADD CONTENT**, from the Right Navigation Menu of the Training Site



- The Primary Category defaults to appropriate link category: **SITE-LEFT_LINKS** or **SITE-RIGHT_LINKS**

* Primary Category:	TRAINING-RIGHT_LINKS
	<div>CHANGE CATEGORY</div> <div>EDIT CATEGORY</div> <div>BROWSE CATEGORY</div>

- **Content Type** select **Link**
- Add your **Content Title**
- Enter the appropriate fields for the content type selected
- Select **Link Type** (Internal, or External)
- Add **Link (URL)**
- Click in **Link Text** field
- Click **ADD**
- Scroll down to the bottom of the page to **Associated Assets**

- **Associate** the **Asset** for the link to the piece of content

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
Add an Associated Asset				
Enter Asset ID - Shortcut:		<input type="text"/> <input type="button" value="Associate"/>		
OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset				

- Enter the Asset ID number in the **Enter Asset ID - Shortcut** field

Assets that can be used for **Left** or **Right** Links can be any height, but must be no more than 150 pixels in width.

21828	174159
35255	131578
38704	156310
50415	172975
53792	106222
59048	139448
150992	115130
131789	

- Click the **Associate** button
- View your link on the Training Site
- Make the image become the clickable link. Select the **Title** radio button.

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
50415	DHS Button for Help Us Locate these Missing Children	/images/FIA-Locate_Child_50415_7.jpg	<input checked="" type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input type="radio"/> -Both Comp/Cont	Priority: <input type="text" value="100"/> <input type="button" value="Update Association"/>
Add an Associated Asset				
Enter Asset ID - Shortcut:		<input type="text"/> <input type="button" value="Associate"/>		
OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset				

- Click on **Update Association**
- View your Right Link on the Training Site

Roles & Responsibilities

Site Admin

The **Site Administrator** is responsible for:

- The upkeep of the **categories**, to include the **navigation categories** and the **component categories**
- The **templates** and the customization of the templates
- The look and feel of the site to the extent that the templates are customized with title images, background colors, etc.
- Supporting the **Content Entry** staff
- Communication with **e-Michigan**

Content Entry

Content Entry staff is responsible for:

- Creating new **Content**
- Adding and managing **Assets**
- Editing **Content** and **Assets**
- Assuring the accuracy of the **Content**
- Processing **Workflow**

Workflow Roles

- **Author** - Create or enter content into the CMA, including the assignment of attributes such as publish date, agency owner, etc.; **Approve** content that should be forwarded to the **Editor**
- **Editor** - Review content and attributes; **Edit** content and attributes; **Approve** content that should be forwarded to the **Publisher**; **Reject** content that should be sent back to the **Author**
- **Publisher** - Ensure quality and accuracy of content **HTML** and publish content to the Portal

Do evaluation online: Favorites/Training Evaluation